CECA Convention 2015

Exhibitor's Complete Service Manual

Hyatt Regency Vancouver, June 2-5, 2015

Thank you for Exhibiting at CECA's 41st Annual Convention hosted by Eltec Elevator from June 2nd -5th, 2015, in Vancouver, BC. We are pleased to provide you with this Exhibitor's Complete Service Manual to help guide you. Included in this package is the following:

1. Basic Information
2. Showtime Exhibitor's Information and Order Package
3. Freeman Computer and Audio Visual Order Form (includes Electricals)
4. North American Logistics Services Inc. Order Form
5. Canadian Border Services Agency Letter
6. Loading Dock Details

Please note the Exhibit Floor Plan will be included as a separate attachment once finalized.

BASIC INFORMATION

NAME BADGES AND ADMISSION

Any exhibitor representative staffing an exhibit booth must be registered and display a Name Badge issued by CECA. The Name Badge is the permit to enter into the exhibition and admission to all programs and events associated with this Convention. Badges shall be visibly displayed at all times. Name Badges are not transferable and loaning the badge to anyone will not be permitted at any time.

Name Badges will be available for pick up at the Registration Counter.

REGISTRATION COUNTER LOCATION AND HOURS

Location	Date	Time
Hyatt Lobby	June 2nd	2:00 pm – 6:00 pm
Hyatt Lobby	June 3rd	9:00 am – 7:00 pm
Exhibition Hall @ 3rd Floor	June 4th	8:00 am – 5:00 pm
Exhibition Hall @ 3rd Floor	June 5th	8:00 am – 2:00 pm

EXHIBIT DATE AND TIME

Location	Date	Time
Hyatt, 3rd Floor	June 4th	12:00 pm – 4:30 pm
Hyatt, 3rd Floor	June 5th	10:00 am – 2:30 pm

EXHIBITION BOOTHS

Standard exhibition booths are 10'(w) X 8'(d). The entire exhibition floor is carpeted.

Booth inclusions:

- 8' high drape back wall in black color
- 3' high drape side wings
- 2' x 6' covered and skirted display table, skirt color: black
- 2 chairs
- 1- 8.5"x11" paper booth ID name sign

The weight limit for the exhibition floor is 100 lbs per square foot. If you are displaying heavy machinery or equipment, please contact Showtime at 1-800- 721-0029, or email infodesk@showtimedisplay.com in advance.

SHOW MANAGEMENT AND MATERIAL HANDLING

Showtime Event & Display Services is appointed to be the show management company and is responsible for inbound and outbound material handling of exhibitor displays.

Showtime will also provide production services in furniture, booth labor, janitorial, graphics, signage, etc. Please refer to the enclosed Showtime services and order package for your needs.

In order to receive the 2 week advance order discount rates listed on the enclosed order forms, your order must be received by **5:00 pm on May 20th, 2015**. Showtime management personnel will be on-site at your service during the exhibition.

ELECTRICITY AND AV REQUIREMENTS

Freeman Audio Visual is responsible for booth electricity distribution and will be providing booth electricity and AV products. Please refer to enclosed Freeman order form for details.

OFFICIAL CARRIER AND INTERNATIONAL FREIGHT FORWARDING

CECA has appointed North American Logistics Services Inc. (NALSI) as the Official Carrier and Official International Freight forwarder and Customs Broker for the exhibition. A copy of NALSI's guidelines is included in this kit. Please refer to NALSI's exhibit service kit for details.

SHIPMENTS

The Hyatt Regency Vancouver does NOT accept any advance shipment.

You may bring in your own display materials, however you may not ship to the venue in advance. Please see Showtime's Materials Handling and Show Site Receiving for details on shipping options. All advance materials must be sent directly to Showtime, and must be clearly labeled with your company name and booth number (labels are provided in the Showtime Order Package). To clarify shipping questions please call Showtime at 1-800- 721-0029, or email infodesk@showtimedisplay.com. Shipments delivered by NALSI will be subject to the show site receiving charges, please refer to 'Show Site Receiving & Handling Order Form' in the Showtime Order Package. All materials will be subject to material handling charges based on the total weight of your shipment (see 'Advance Materials Handling Order Form' or 'Show Site Receiving & Handling Order Form' in the Showtime Order Package).

Advance Warehouse:

Showtime's warehouse will begin accepting shipment on **May 20th, 2015**, between the hours of 8:30 am – 5:00 pm, Monday to Friday. Exhibition shipments must arrive by **May 29th, 2015** at 5:00 pm to the warehouse at **6075 Irmin Street, Burnaby, BC, V5J 5C5.**

On-Site Delivery:

On-site delivery must be received on June 3rd, 2015 between 6:00am -9:00am. To avoid waiting a long time to unload at venue's loading dock, we encourage you to ship exhibition materials to Advance Warehouse.

On-site delivery address: 655 Burrard Street, Vancouver, BC, V6C 2R7. Please contact Showtime for your on-site delivery and see the attached Loading Directions for details.

Post-Show Shipment:

All shipments have to be removed and picked up from Hyatt Regency Vancouver on June 5th after the show. If you are using Material Handling Service, Showtime will transfer your shipment to its warehouse. Please contact Showtime to schedule your carrier pick up.

If NALSI is your carrier, NALSI will pick up your shipment directly at the venue.

For questions and concerns about post-show shipping, please contact Showtime at 1-800-721-0029, email: infodesk@showtimedisplay.com, or Host Hotline at 604-984-9105.

MOVE-IN

Exhibitor Move In:	June 3rd	Regency ABD	9:00 am – 6:00 pm
	June 3rd	Regency D	7:00 pm – 10:00 pm
	June 4th	Regency ABCD	9:30 am – 12:00 pm

Booths must be Show ready by 12:00 pm on Thursday, June 4th. Please note that all skids, boxes and crates must be emptied, moved and stored by Showtime by 12:00 pm on June 4th.

MOVE-OUT

**All materials MUST be removed from the Venue on Friday during Exhibitor Move Out; anything left behind is subject to charges. If using Material Handling Service, Showtime takes possession of the shipment at Exhibitor Move Out*.*

Exhibitor Move Out:	June 5th	Regency D	2:30 pm – 4:00 pm
	June 5th	Regency ABC	2:30 pm – 6:00 pm

Exhibitors may not begin dismantling until 2:30 pm on Friday, June 5th. Showtime will first return empty crates to booths in Regency D. All rented material from Showtime is left at booth as it is. Exhibitors should pack their own material and all boxes and crates should be properly labeled.

CECA and Eltec Elevator wish you to have a very successful exhibition in Vancouver!

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax:1-877-468-3313 (Toll Free)
www.showtimedisplay.com

infodesk@Showtimedisplay.com

CECA 41st Convention

Show Date: June 4-5, 2015
Show Location: Hyatt Regency Vancouver

This is your exhibitor's information and order package.

It includes important information regarding our services and products, as well as all of the forms you will require when ordering materials and services for your show. The following items are included in this package:

- Limits of Liability and Responsibility
- Payment and Calculation of Orders Form
- Furniture and Accessories Order Form
- Specialty Furniture Order Form
- Hardwall Systems Order Form
- Janitorial and Labour Form
- Graphics & Signage Form
- Advanced Materials Handling & Show Site Materials Handling Form
- Materials Handling Shipping Label

All of the equipment and services order forms include pricing information and include a space for the total amount of your order. Enter total from each individual form in the appropriate space on the Payment and Calculation of Orders Authorization Form and calculate your total order. Please note that the order is not confirmed until Payment is Received.

If you have any questions or require more information, please feel free to contact us at the numbers shown above.

For more information, or catalogue of items listed in inventory with images, please refer to the website. You may also log in to order any items online.

Orders may be placed online, by fax or email. A receipt of your order will be sent to you electronically upon completion of your order being processed. Should you not receive the electronic copy of the receipt please email infodesk@showtimedisplay.com and list the show and company name. .

Limits of Liability & Responsibility

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax:1-877-468-3313 (Toll Free)
www.showtimedisplay.com

infodesk@Showtimedisplay.com

Event & Display

One

Showtime display and convention services and its sub-contractors shall not be responsible for damage to un-crated materials, material improperly packed, glass breakage or concealed damage.

Two

Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Showtime or its subcontractors and the arrival of the exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended.

Therefore it is agreed that Showtime and its subcontractors are not responsible for the loss or disappearance of exhibitor's materials after the same have been delivered to the exhibitor's booth, nor are Showtime and its subcontractors responsible for exhibitor's materials before they are picked up from the exhibitor's booth for loading after the show. Consequently, all bills or loading covering outgoing shipment(s) submitted to Showtime or its subcontractors by the exhibitor will be checked at the time of pick up from the booth and corrected where discrepancies exist.

Three

Showtime and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to Showtime in time to obtain the proper equipment.

Four

Showtime and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

Five

Showtime and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

Six

It is understood that Showtime and its subcontractors are not insurers. Insurance, if any, shall be obtained by the exhibitor. Amounts payable by Showtime here under are based on the scope of liability as here in set forth and unrelated to the value of the exhibitor's property. It is further understood and agreed that Showtime and its subcontractors do not provide for full liability should loss or damage occur.

It is agreed that if Showtime or its subcontractors should be found liable for loss or damage to the exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to $0.30 per pound per article, with a maximum liability of $50.00 per item or $1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy.

Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to exhibitors or from negligence, active or otherwise, by Showtime or , its subcontractors

Showtime Event & Display | Tradeshows That Work

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Payment & Calculation of Orders Authorization Form

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax:1-877-468-3313 (Toll Free)
www.showtimedisplay.com

infodesk@Showtimedisplay.com

Must Accompany forms submitted – Payment required before Exhibitor Move In.

For questions or to submit your order please email **infodesk@showtimedisplay.com**

Exhibitor Information

Company:	Show Name: **CECA 41st Convention**	Show Dates: **June 4-5, 2015**	Booth #:
Contact Name (Please Print):	Address:		
City:	Province/State:	Postal Code/ZIP:	
Email Address: Please print clearly			
Phone (Include Area Code):	Fax (Include Area Code):		

Credit Card Authorization

Please Check One: ☐Visa ☐MasterCard ☐American Express	Expiry Date (MM/YY):
Credit Card Number:	
Card Holder's Signature: **X**	Card Holder's Name (Please Print):

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card or cheque; however, we require your credit card authorization to be on file with Showtime. In order to confirm your request, this form must be completed and attached to your order. Orders are not confirmed until payment is processed.

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event, unless otherwise indicated.

Calculation of Orders (Total From Each Showtime Order Form including tax)	
Furniture and Accessories Order Form	$
Specialty Furniture Order Form	$
Hardwall Systems Order Form	$
Audio Visual & Computer Services Order Form	$
Janitorial and Labour Order Form	$
Graphics & Signage Order Form	$
Advanced Materials Handling or Show Site Receiving	$
TOTAL PAYMENT in Canadian funds	$
☐ **Charge my credit card in the amount of**	$
☐ **Cheque mailed/couriered on __/__/__ copy attached, for the amount of**	$

2 Week Advance Order Pricing Deadline is May 20th, 2015

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Furniture & Accessories Order Form

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax:1-877-468-3313 (Toll Free)
www.showtimedisplay.com

infodesk@Showtimedisplay.com

Event & Display

For questions or to submit your order please email
infodesk@showtimedisplay.com

EXHIBITOR INFORMATION

Company:	Show Name: **CECA 41st Convention**	Show Dates: **June 4-5, 2015**	Booth #:
Contact Name (Please Print):		Contact Email:	

CHAIRS

#	Item Description	2 Week Advance	Reg. /Onsite	TOTAL
	Folding Chair	$10.00	$13.00	
	Cushioned Arm Chair	$25.00	$33.00	
	Steno / Office Chair	$30.00	$39.00	
	Stool with Backrest – Counter height	$30.00	$39.00	
	NEW White Leather Padded Stool with Backrest – Counter height	$40.00	$55.00	

Please see website for more custom seating options. Custom furniture is available, please call or email with any special requests

TABLES

Note: Skirted Tables are 24" wide, and come with white taffeta top & skirted sides. Skirt colour:_____ (See website for samples.)
Skirt colours will be set to match show colours if not specified.

	8' Long / 30" high (Skirt. 3 sides)	$60.00	$78.00	
	6' Long / 30" high (Skirt. 3 sides)	$55.00	$72.00	
	4' Long / 30" high (Skirt. 4 sides)	$50.00	$65.00	
	8' Long / 40" counter height (Skirt. 3 sides)	$70.00	$92.00	
	6' Long / 40" counter height (Skirt. 3 sides)	$65.00	$84.50	
	4' Long / 40" counter height (Skirt. 4 sides)	$60.00	$78.00	
	NEW 30" Round 30" high table covered in Spandex White **or** Black	$65.00	$84.50	
	NEW 30" Round 40" high table covered in Spandex White **or** Black	$70.00	$92.00	

FURNITURE

	Blk Leather Chair (1 person)	$125.00	$162.00	
	Blk Leather Loveseat (2 person)	$175.00	$227.00	
	Blk Leather Couch (3 person)	$250.00	$325.00	
	Bar Fridge	$75.00	$97.50	

PRESENTATION AIDS

	Flip Chart w/ paper & markers	$60.00	$78.00	
	Easel	$30.00	$39.00	

NOTES FOR SETUP / SPECIAL REQUESTS

ACCESSORIES

#	Item Description	2 Week Advance	Reg./ Onsite	TOTAL
	Stanchion with 7' Strap	$20.00	$26.00	
	Stanchion with 8' Rope	$20.00	$26.00	
	Coat Tree	$40.00	$52.00	
	Rolling coat rack	$30.00	$39.00	
	Literature Stand	$50.00	$65.00	
	Chrome Sign holder (22"x28")	$30.00	$39.00	
	Bag Stand	$30.00	$39.00	
	Wastebasket	$10.00	$13.00	
	Small Artificial Plants	$20.00	$26.00	
	Table risers (Wooden, 2 Step)	$20.00	$26.00	
	Small clear draw barrel	$20.00	$26.00	
	Large clear draw barrel	$30.00	$39.00	

CARPET - CECA REQUESTS NO BOOTH CARPET

DRAPE

See website for colours

	12' High Drape (per lineal foot)	$8.00	$11.00	
	8' High Drape (per linear foot)	$4.50	$7.00	
	3' High Drape (per linear foot)	$3.00	$5.50	

Please sketch how you would like your drape set in the space provided at bottom of page.

DISPLAY BOARDS, PANELLING

	Pop Up Display Unit 8' H x 9' W (Black w/ lights and podium kit)	$375.00	$450.00	
	Velcro display boards Black 4' x 8' ☐ Horz. ☐ vert.	$75.00	$97.50	
	Slotboard 4'x8' ☐ Horz. Or ☐ vert.	$70.00	$91.00	
	Slot board pegs 2" **or** 4 "	$0.15	$0.20	
	4' Shelves (with 2 brackets each)	$5.00	$6.50	
	8' Shelves (with 3 brackets each)	$10.00	$13.00	

- Rates shown are for run-of-show.
- Items used in any portion of a day constitutes a full day's rental.
- Cancellation policy: Before delivery 50% of original price; After delivery 100% of original price plus any previous rental and/or labour charges.

Accessory Total	
PST 7%	
GST 5%	
TOTAL RENTAL	

Delivery & Setup are included

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Specialty Furniture Order Form

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax:1-877-468-3313 (Toll Free)
www.showtimedisplay.com

infodesk@Showtimedisplay.com

Event & Display

For questions or to submit your order please email
infodesk@showtimedisplay.com

EXHIBITOR INFORMATION			
Company:	Show Name: **CECA 41st Convention**	Show Dates: **June 4-5, 2015**	Booth#:
Contact Name (Please Print):	Contact Email:		

SOFT SEATING COUCH

#	Item Description	2 Week Advance	Reg. /Onsite	TOTAL
	Contemporary Leather Sofa – White (3 Seats)	$375.00	$487.50	
	Contemporary Leather Sofa – White (4 Seats)	$500.00	$650.00	
	Contemporary Leather Sofa – White (5 Seats)	$625.00	$812.50	
	Contemporary Leather Sofa – Black (3 Seats)	$375.00	$487.50	
	Contemporary Leather Sofa – Black (4 Seats)	$500.00	$650.00	
	Contemporary Leather Sofa – Black (5 Seats)	$625.00	$812.50	

SOFT SEATING LOVE SEATS

#	Item Description	2 Week Advance	Reg. /Onsite	TOTAL
	Contemporary Leather Love Seat - White	$250.00	$325.00	
	Contemporary Leather Love Seat - Black	$250.00	$325.00	

SOFT SEATING CHAIRS

#	Item Description	2 Week Advance	Reg. /Onsite	TOTAL
	Contemporary Leather Club Chair - White	$150.00	$195.00	
	Contemporary Leather Club Chair - Black	$150.00	$195.00	

OTTOMANS

#	Item Description	2 Week Advance	Reg. /Onsite	TOTAL
	Contemporary White Leather Ottoman	$100.00	$130.00	
	Contemporary Black Leather Ottoman	$100.00	$130.00	

COFFEE & END TABLES

#	Item Description	2 Week Advance	Reg. /Onsite	TOTAL
	White & Chrome 18" x 18" End Table	$50.00	$75.00	
	White & Chrome 24" x 48" Coffee Table	$90.00	$120.00	

BARS, CRUISER & TABLES

#	Item Description	2 Week Advance	Reg. /Onsite	TOTAL
	White & Chrome 72" x 30" x 42" Bar	$225.00	$292.50	
	White & Chrome 24" Round x 42" high Cruiser Table	$75.00	$97.50	
	White & Chrome 24" x 24" x 30" Table Cocktail Table	$75.00	$97.50	

NOTES FOR SET UP / SPECIAL REQUESTS

- Rates shown are for run-of-show.
- Items used in any portion of a day constitutes a full day's rental.
- Items ordered on site are subject to availability. Advance orders will be given first priority.
- Cancellation policy: Before delivery 50% of original price; After delivery 100% of original price plus any previous rental and/or labour charges.

Accessory Total	$
GST 5%	$
PST 7%	$
TOTAL RENTAL	$

Delivery & Setup are included

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Hardwall System

8’ x 10’ or 10’ x 10’ EXHIBITS

Showtime Event & Display

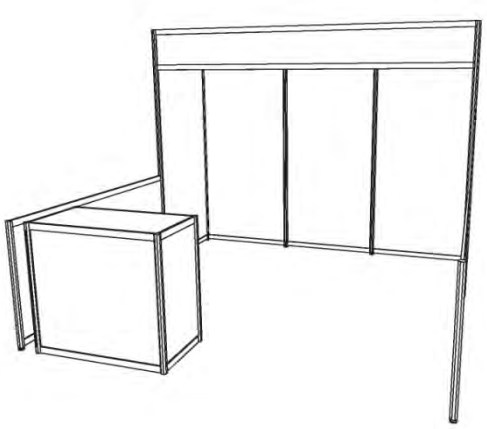
Tel: 1-800-721-0029 (Toll Free)
Fax:1-877-468-3313 (Toll Free)
www.showtimedisplay.com

infodesk@Showtimedisplay.com

Event & Display

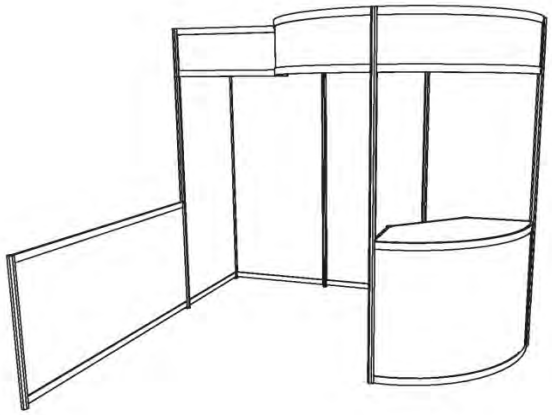
For questions or to submit your order please email
infodesk@showtimedisplay.com

MODEL 101 – 8’ X 10’ OR 10’ X 10’ CORNER OR INLINE



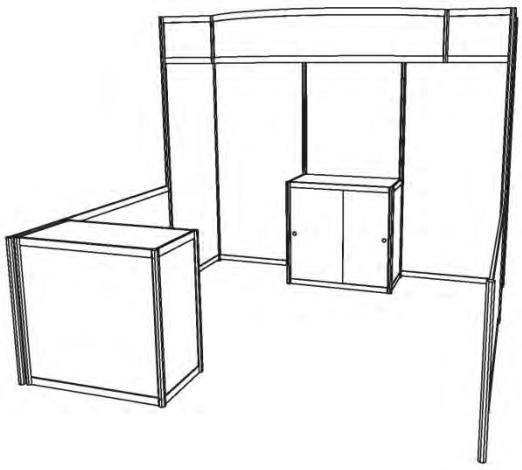
MODEL 101 PACKAGE: 1 – straight header with copy, 1 – 0.5m x 1m x 1m white counter, booth carpet

MODEL 102 – 8’ X 10’ OR 10’ X 10’ CORNER



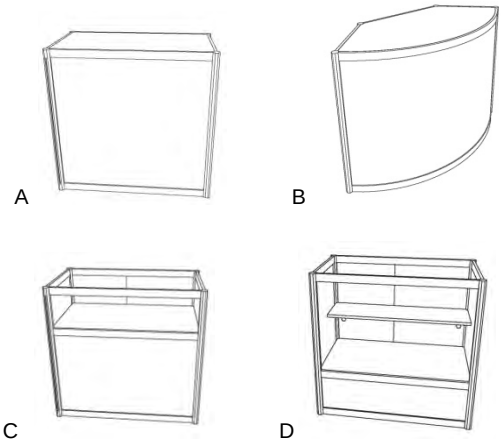
MODEL 102 PACKAGE: 1 curved header with copy, 1 single radius counter, booth carpet

MODEL 103 – 8’ X 10’ OR 10’ X 10’ CORNER OR INLINE



MODEL 103 PACKAGE: 1 - curved header (with copy), 1 0.5m x 1m x 1m attached back counter with doors, 1 front display counter, booth carpet

ADDITIONAL HARDWALL OPTIONS



A - Standard Counter (990 x 495 x 1mh) B – Single Radius (1400 x 990)

C – Jewellry Case (990 x 495 x 1mh) D – Display Case (990 x 495 x 1mh)

STANDARD HARDWALL PACKAGE INCLUDES:

Aluminum structure, White hardwall back wall, White hardwall side walls, Carpet (please fill in carpet color selection form), Header Assembly (Graphics – block lettering only (logo extra) Please fill in header sign info on order form. Please call for any modifications.

FOR CUSTOM HARDWALL CONFIGURATIONS, COLOURS & GRAPHIC PANELS PLEASE CONTACT SHOWTIME FOR PRICES AND DETAILS.

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Hardwall Systems

8’ x 20’ or 10’ x 20’ EXHIBITS

Showtime Event & Display

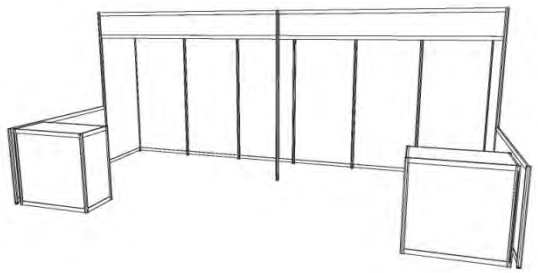
Tel: 1-800-721-0029 (Toll Free)
Fax:1-877-468-3313 (Toll Free)
www.showtimedisplay.com

infodesk@Showtimedisplay.com

Event & Display

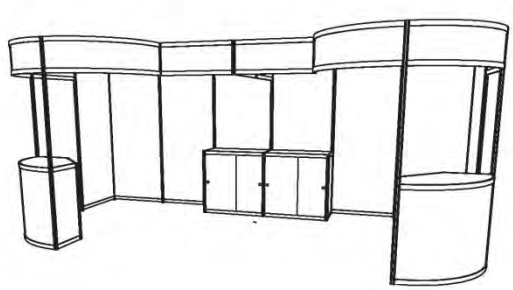
For questions or to submit your order please email
infodesk@showtimedisplay.com

MODEL 201 – 8’ X 20’ OR 10’ X 20’ CORNER OR INLINE



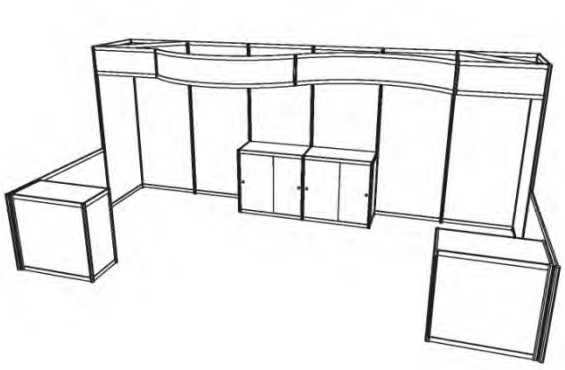
MODEL 201 PACKAGE:
2 – straight headers (with copy), 2 -.5m(20”) x 1m(39”) x 1m(39”) white counter, booth carpet

MODEL 202 – 8’ X 20’ OR 10’ X 20’ CORNER OR INLINE



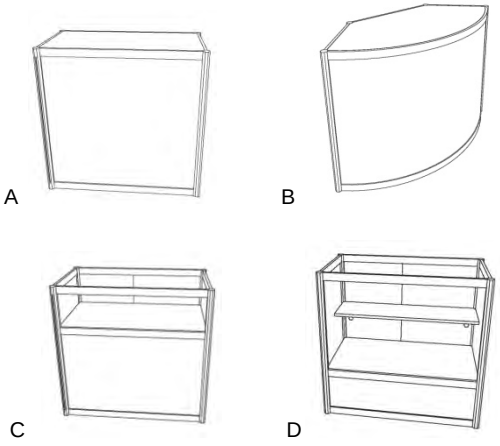
MODEL 202 PACKAGE:
1 – straight header (with copy), 2 - .5m(20”) x 1m(39” x 1m(39”) built-in white counters, 2 single radius counters, booth carpet

MODEL 203 – 8’ X 20’ OR 10’ X 20’ CORNER OR INLINE



MODEL 203 PACKAGE:
1 – straight & 2 angled headers (with copy), 2 white front corner counters, 2 .5m(20”) x 1m(39” x 1m(39”) white counters, booth carpet

ADDITIONAL HARDWALL OPTIONS



A - Standard Counter (990 x 495 x 1mh)

B – Single Radius (1400 x 990)

C – Jewelry Case (990 x 495 x 1mh)

D –Display Case (990 x 495 x 1mh)

STANDARD HARDWALL PACKAGE INCLUDES:

Aluminum structure, White hardwall back wall, White hardwall sidewalls, Carpet (please fill in carpet color selection form), Header Assembly (Graphics – block lettering only (logo extra) **Please** fill in header sign info on order form. Please call for any modifications.

FOR CUSTOM HARDWALL CONFIGURATIONS, COLOURS & GRAPHIC PANELS PLEASE CONTACT SHOWTIME FOR PRICES AND DETAILS.

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Hardwall System Order Form

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax:1-877-468-3313 (Toll Free)
www.showtimedisplay.com

infodesk@Showtimedisplay.com

Event & Display

For questions or to submit your order please email
infodesk@showtimedisplay.com

EXHIBITOR INFORMATION			
Company:	Show Name: **CECA 41st Convention**	Show Dates: **June 4-5, 2015**	Booth #:
Contact Name (Please Print):	Contact Email:		
Phone (Include Area Code):	Fax (Include Area Code):		

8' X 10' OR 10' X 10' BOOTH PACKAGES				
Description: Base package includes: Aluminum structure, white hardwalls & wall panels, company name in block lettering, carpet, and installation and dismantle.	**Quantity**	**Discount Rate**	**Standard Rate**	**Total**
MODEL 101: 1 – straight header with copy, 1 – 0.5m x 1m x 1m white counter, booth carpet		$750.00	$975.00	
MODEL 102: 1 curved header with copy, 1 single radius white counter, booth carpet		$1100.00	$1450.00	
MODEL 103: 1 - curved header (with copy), 1 0.5m x 1m x 1m attached back counter with doors, 1 front display counter, booth carpet		$950.00	$1225.00	
8' X 20' OR 10' x 20' BOOTH PACKAGES				
MODEL 201: 2 – straight headers (with copy), 2 -.5m(20") x 1m(39") x 1m(39") white counter, booth carpet		$1500.00	$1950.00	
MODEL 202: 1 – straight header (with copy), 2 - .5m(20") x 1m(39" x 1m(39") built-in white counters, 2 single radius counters, booth carpet		$1650.00	$2150.00	
MODEL 203: 1 – straight & 2 angled headers (with copy), 2 white front corner counters, 2 .5m(20") x 1m(39" x 1m(39") white counters, booth carpet		$1900.00	$2500.00	
ADDITIONAL HARDWALL COUNTERS:				
A: Standard Counter – (990mm tall x 495 mm deep x 1m high)		$150.00	$200.00	
B: Single Radius (1400 x 990mm)		$300.00	$390.00	
C: Jewelry Case (990 x 495 x 1m)		$200.00	$260.00	
D: Display Case (990 x 495 x 1m)		$250.00	$325.00	

OPTIONS & INFORMATION

CARPET COLOR SELECTIONS

☐ Blue ☐ Red ☐ Seafoam Green ☐ Grey ☐ Black

HEADER TO READ (up to 20 characters, black lettering on white

HEADER ONE:

_____

HEADER TWO:

(If applicable for Model # 201/202/203)_____

Fore more information on counters and other accessories please see the **ACCESSORIES** on this page..

For custom colours and graphic panels to personalize your Hardwall set up, please contact Showtime for prices and selection.

ACCESSORY OPTIONS

Description	QTY	Discount Rate	Standard Rate	Total
Wall shelf, .25m deep x 1m long		$30.00	$39.00	
Angled shelf, .25m deep x 1m long		$50.00	$65.00	
Clip on 150 watt chrome arm light, power NOT included		$50.00	$80.00	
White PVC slat wall, 2.5m high x 1m wide, per lin.m		$100.00	$150.00	
Lock for Cases		$20.00	$26.00	
Lights for Case		$20.00	$26.00	

SPECIAL INSTRUCTIONS

COST SUMMARY

Rental Total	**$**
PST 7%	**$**
GST 5%	**$**
TOTAL AMOUNT	**$**

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Labour & Janitorial Order Form

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax:1-877-468-3313 (Toll Free)
www.showtimedisplay.com

infodesk@Showtimedisplay.com

Event & Display

For questions or to submit your order please email
infodesk@showtimedisplay.com

EXHIBITOR INFORMATION

Company:	Show Name: **CECA 41st Convention**	Show Dates: **June 4-5, 2015**	Booth #:
Contact Name (Please Print):		Contact Email:	
Phone (Include Area Code):		Fax (Include Area Code):	

PRE-SHOW JANITORIAL

Initial pre-show janitorial services only. This includes dusting, vacuuming and general cleaning, before show opens.

BOOTH SIZE		SQUARE FEET @ $0.30 PER SQUARE FOOT =		MULTIPLIED BY 1		=	$

DAILY JANITORIAL

Daily janitorial services for the duration of the show. This includes dusting, vacuuming and general cleaning prior to each show day, excluding day 1.

BOOTH SIZE		SQUARE FEET @ $0.25 PER SQUARE FOOT =		MULTIPLIED BY NUMBER OF DAYS		=	$

POP UP BOOTH SET UP & DISMANTLE

***Only applicable for basic pop up display units, anything with more set up is subject to Installation & Dismantle Labour charges.**

Includes installation & dismantle labour for basic 8' x 8' or 10' x 8' Pop Up (spider frame) display booth. It is the exhibitors' responsibility to make sure the display is on-site during exhibitor move in for Showtime to setup. Please use our Materials Handling service to have your items shipped directly to Showtime if you cannot deliver them yourself.

2 WEEK ADVANCED PRICING	$100.00	REGULAR/ONSITE PRICE IF ORDERED AFTER MAY 20TH, 2015	$120.00	NUMBER OF POP UP BOOTHS		=	$

Please send picture of pop up to infodesk@showtimedisplay.com, to confirm graphics and unit details.

INSTALLATION / SET UP

NUMBER OF DISPLAY STAFF		NUMBER OF HOURS		@ $60.00 PER/HR (STRAIGHT TIME) =	$
NUMBER OF DISPLAY STAFF		NUMBER OF HOURS		@ $90.00 PER/HR (OVERTIME) =	$
SUPERVISORY STAFF		NUMBER OF HOURS		@ $80.00 PER/HR (STRAIGHT TIME) =	$
SUPERVISORY STAFF		NUMBER OF HOURS		@ $120.00 PER/HR (OVERTIME) =	$
START TIME		**END TIME**		**INSTALLATION TOTAL**	

DISMANTLE

NUMBER OF DISPLAY STAFF		NUMBER OF HOURS		@ $60.00 PER/HR (STRAIGHT TIME) =	$
NUMBER OF DISPLAY STAFF		NUMBER OF HOURS		@ $90.00 PER/HR (OVERTIME) =	$
SUPERVISORY STAFF		NUMBER OF HOURS		@ $80.00 PER/HR (STRAIGHT TIME) =	$
SUPERVISORY STAFF		NUMBER OF HOURS		@ $120.00 PER/HR (OVERTIME) =	$
START TIME		**END TIME**		**DISMANTLE TOTAL**	

Straight time rates are in effect from 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. **Minimum charge is for two (2) hours**. All work will be done straight time whenever possible.

* A supervisory charge will apply when there is no representative of the exhibiting company in attendance to supervise the installation of the exhibit. If supervision is required, please indicate.

LABOUR TOTAL	$
GST 5%	$
TOTAL AMOUNT	$

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Graphics & Signage Information

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax:1-877-468-3313 (Toll Free)
www.showtimedisplay.com

infodesk@Showtimedisplay.com

Event & Display

For questions or to submit your order please email
infodesk@showtimedisplay.com

It's important to us that your graphics and images look their absolute best. We believe it is important to work with you ensure that you are receiving the most comprehensive and efficient solutions in the trade show industry. The graphic and print production industry is constantly evolving and in order to insure the best quality graphics and images from your digital files, and to make the transfers as seamless as possible, we are pleased to provide you with some guidelines and tips for submission of your art to Showtime. If you are unable to provide digital artwork for your signage needs, we are capable of providing you with layout services. Additional fees will apply for this. Please contact us directly for details.

ACCEPTABLE MEDIA:

All media should be formatted for use on a PC*.

- ☐ Email Attachment (limited to maximum size of 2mb)
- ☐ CD-Rom (CD-R or CD-RW)
- ☐ DVD-Rom (DVD-R only)

When sending disks, please label them as follows: Exhibitor Name /Show/Show Date/Venue

ACCEPTABLE FILE FORMATS:

Vector
This type of Artwork is resolution dependent, and can be enlarged or reduced without any loss of quality.

Extension	**Program**	**Version**
.cdr	Corel Draw	Version 11.0 or earlier
.eps	Encapsulated Postscript	An export option of various programs*(preferable)*
.ai	Adobe Illustrator	Version CS.2 or earlier

Bitmap: If you have bitmap art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150-300 dpi. Lower resolutions or rations will result in lower image quality. Full size should not exceed 100MB.

AVOIDING ADDITIONAL COSTS: Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) is often not suitable for high quality output, and often require additional hourly charges. To avoid additional costs associated with these file types, please supply files in accordance with the defined criteria list above.

TYPEFACE / FONT HANDLING:

Convert all fonts to outlines before saving your file for transfer. If you do not convert your font to outlines, font substitution will occur, resulting in unexpected output. Remember that once fonts are converted to outlines, they are no longer editable.

PROOFS AND COLOURS:

IMPORTANT: Always send 100% accurate proofs (colour laser prints) with your disk. Identify all specific spot colours (PMS) within your file and the provided proofs. In the absence of colour specifications, all graphics will be processed as is without colour corrections.

QUESTIONS?

If you still have questions or concerns about your artwork, file formats, and method of delivery, please call the Showtime office listed above and speak to our Exhibitor Services or Creative Departments.

Graphics & Signage Order Form

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax:1-877-468-3313 (Toll Free)
www.showtimedisplay.com

infodesk@Showtimedisplay.com

Event & Display

For questions or to submit your order please email
infodesk@showtimedisplay.com

EXHIBITOR INFORMATION			
Company:	Show Name: **CECA 41st Convention**	Show Dates: **June 4-5, 2015**	Booth #:
Contact Name (Please Print):		Contact Email:	
Phone (Include Area Code):		Fax (Include Area Code):	

CUSTOM SIGNS		
Graphic Design Desktop Publishing Backlit Graphics	Graphics Presentation Large Format Printing Vinyl Graphics	Lamination Logo Reproduction Vinyl Banners

Set up Fee	$35.00	$35.00
Price Per Square Foot	$19.50 (Minimum 4 square feet)	Call for confirmation
Please confirm Sign Details and Dimensions & Select type of material requested	_____ long x _____high	
Graphic Design Labour	$85.00 per hour (min 1 hour, ½ hour increments afterwards)	$85.00

CUSTOM SIGNS

Showtime can work with you to create top-quality graphics specific to your event needs.

For custom work and quotations, please call the Showtime Office listed above.

SIGN INFO:

If you do not have a print file to submit, please write in the text and description of your order here:

Notes:

GRAPHICS & SIGNAGE TOTAL	$
PST 7%	$
GST 5%	$
TOTAL AMOUNT	$

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Advance Materials Handling Details

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax:1-877-468-3313 (Toll Free)
www.showtimedisplay.com

infodesk@Showtimedisplay.com

Event & Display

For questions or to submit your order please email
infodesk@showtimedisplay.com

SHIPPING CHARGES

Please prepay all shipping charges. Showtime cannot accept or be responsible for collect shipments.

BILLS OF LADING

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to Showtime and your on-site representative. Handling charges are based on the weight of material. Certified weight receipts are required for all shipments. Showtime will estimate weight for private vehicles without certified weight receipts. Charges will be based on this estimation, and no adjustments can be made. Separate mixed van shipments between crated and uncrated and clearly identify the weights of each on the bill of lading. Otherwise, Showtime will invoice the entire load at the uncrated rate and will not adjust charges later.

CONSIGNMENT

All shipments must be consigned c/o Showtime Event & Display Services to enable us to accept them for handling. Convention Centres and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

SHIPPING LABELS

Please use the shipping labels attached to expedite handling. For more labels, please feel free to photocopy the labels that have been provided.

CERTIFIED WEIGHT RECEIPTS

The weights of your vehicle empty and loaded must be documented with certified weight receipts for billing purposes. Showtime will unload all shipments after your driver submits certified weight receipts at the receiving site.

LABOUR AND EQUIPMENT

Labour and equipment for unloading and loading are included in Showtime material handling rates and services. If additional labour is required for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment, please place your order on the Janitorial and Labour Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material. If a shipment is larger than standard skid, or requires more that standard fork lift service additional charges will apply. If your shipment is larger than standard 4' x 4' x 4' skid please indicate on following form.

EMPTY BOXES/CARTONS

Shipping cartons will be picked up, stored and returned after the show. Showtime will provide labels for empty cartons and boxes.

RATES

SHIPMENTS & RATES WILL BE CALCULATED TO THE NEXT 100 LBS. PLEASE CALCULATE CHARGES BASED ON CWT.

	2 WEEK ADVANCE	REGULAR /ARRANGE ON SITE
Up to 100 pounds **(minimum charge)**	$100.00	$120.00
100 lbs. – 500 lbs.	$80.00 per 100 lbs (CWT)	$88.00 per 100 lbs(CWT)
501 lbs. – 1000 lbs.	$70.00 per 100 lbs(CWT)	$77.00 per 100 lbs(CWT)
1000 lbs and up	$60.00 per 100 lbs(CWT)	$66.00 per 100 lbs(CWT)

All uncrated materials will be subject to a 25% surcharge.
Rates are based on a standard 4' x 4' x 4' Skid Size, Oversized pieces subject to individual pricing.

RATES INCLUDE:

- Receiving crated materials at advanced warehouse.
- Storing at the warehouse for up to 14 days pre show.
- Reloading and delivering to show site for exhibitor move in.
- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty containers during the show.
- Reloading shipment and return to warehouse for shipping, pick up next business day.
  (All materials will be shipped collect unless otherwise specified.)
- Showtime will call in pick ups and schedule outbound shipments for the next business day using the details provided on the Advanced Materials Handling Order Form

Please send outgoing waybills and outgoing customs paperwork Attention: **Showtime MH Outbound** with your exhibitors or by email to infodesk@showtimedisplay.com. Additional blank Waybills and Customs Forms will be available onsite during Exhibitor Move Out for your Exhibitors onsite to complete. Showtime will call in pick ups and schedule pickups for the next business day with the details you provide on following forms. Please complete the forms in full to assist us in arranging details and confirming shipping details with your Exhibitor on site. Exhibitor Letters will the circulated onsite to help your onsite contact prepare shipment for the end of show. Additional packing tape, shrink wrap, waybills and labels will also be available for you onsite team.

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Advance Materials Handling Order Form

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax:1-877-468-3313 (Toll Free)
www.showtimedisplay.com

infodesk@Showtimedisplay.com

Event & Display

For questions or to submit your order please email
infodesk@showtimedisplay.com

EXHIBITOR INFORMATION

Company:	Show Name: **CECA 41st Convention**	Show Dates: **June 4-5, 2015**	Booth #:
Contact Name (Please Print):		Contact Email:	
Phone (Include Area Code):		Fax (Include Area Code):	

RATES — 2 WEEK ADVANCE — ORDER /ARRANGE ON SITE

Up to first 100 pounds (minimum charge)	$100.00	$120.00
100 lbs. – 500 lbs.	$80.00 / 100 lbs (CWT)	$88.00 / 100 lbs (CWT)
500 lbs. – 1000 lbs.	$70.00 / 100 lbs (CWT)	$77.00 / 100 lbs (CWT)
1000 lbs and up	$60.00 / 100 lbs (CWT)	$66.00 / 100 lbs (CWT)

All charged based on actual weight and rounded to the next 100 lbs.

Additional Charges will apply on shipments exceeding standard skid/fork lift service

All uncrated materials will be subject to a 25% surcharge.

RATES INCLUDE:
- Unloading crated materials.
- Storing at the warehouse for up to 14 days.
- Reloading onto trucks and delivery to the exhibit site.
- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty containers.
- Reloading equipment and return to your specified destination. (All materials will be shipped collect unless otherwise specified.)
- Showtime will call in pick ups and schedule outbound shipments for the next business day, using the details provided on this form.

CALCULATION

SHIPMENT WEIGHT (LBS.) CWT [ ] **SEE RATES IN TABLE ABOVE** = **$** [ ]

☐ **UNCRATED – (CHECK IF APPLICABLE)** uncrated shipments are subject to a 25% surcharge + 25% = **$** [ ]

INBOUND SHIPPING INFO

Showtime cannot accept shipments later than three (3) business days prior to show date without prior arrangements.

Name of **INBOUND** Shipping Company:	Estimated size of piece(s) if larger than 4' x 4' x 4'	INBOUND Estimated # of Pieces:

RETURN SHIPPING DETAILS *REQUIRED*

If no outbound Materials Handling please specify.

Name of **RETURN** Shipping Company **

Level of service requested:_**_____
Note some carries require ground service waybills be electronically prepared by account holder.

Carrier Phone Number:_**_____

Account Number: _**_____
must be included
15% chargeback will apply is carrier disputes Account Number provided.

RETURN Shipping Address & Phone Number:
Please print clearly

Please note, pick up address is from Showtime Warehouse **not** the venue, on next business day after show closing unless otherwise arranged with Showtime.

Special notes or details about return shipping:

For questions or information on handling international shipments, call us at (250) 868-2465.

All paperwork for International Shipments must be completed BY EXHIBITOR.

Showtime is not responsible for any customs documentation or charges, 15% chargeback will be applied if customs charges are charged to Showtime.

Blank Waybills and Customs forms will be available onsite during exhibitor move out. Waybills are to be handed into Showtime Exhibitor Services onsite when handing in shipment at the end of the show.

SHIPPING TOTAL	$
GST 5%	$
TOTAL AMOUNT	$

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Advanced Materials Handling Shipping Label

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax:1-877-468-3313 (Toll Free)
www.showtimedisplay.com

infodesk@Showtimedisplay.com

Event & Display

SHIP FROM:

EXHIBITING COMPANY:

SHIP TO:

c/o Showtime Event & Display

6075 Irmin Street, Burnaby, BC, V5J 5C5
Tel: (800) 721-0029
Fax: (877) 468-3313
www.showtimedisplay.com

SHOW NAME: CECA 41st Convention	**BOOTH#:**
Carrier : _____	Number ___ of ___ Pieces

Each piece shipped to Showtime must have label filled out and attached!
Materials Handling Forms to be sent in advance of shipment.
Shipments to be received between May 20th, 2015 & May 29, 2015

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Show Site Receiving & Handling Order Form

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax:1-877-468-3313 (Toll Free)
www.showtimedisplay.com

infodesk@Showtimedisplay.com

Event & Display

Must be Received at the Hyatt Regency Vancouver
on June 3rd between 6:00am – 9:00am

Charges apply for freight being delivered to show by carrier as well as in conjunction with NALSI

For questions or to submit your order please email
infodesk@showtimedisplay.com

EXHIBITOR INFORMATION

Company:	Show Name: **CECA 41st Convention**	Show Dates: **June 4-5, 2015**	Booth #:
Contact Name (Please Print):		Contact Email:	
Phone (Include Area Code):		Fax (Include Area Code):	

SHIPPING CHARGES
Please prepay all shipping charges. Showtime cannot accept or be responsible for collect shipments.

BILLS OF LADING
All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Handling charges are based on the weight of material. Certified weight receipts are required for all shipments. Showtime will estimate weight for private vehicles without certified weight receipts. Charges will be based on this estimation, and no adjustments can be made. Separate mixed van shipments between crated and uncrated and clearly identify the weights of each on the bill of lading. Otherwise, Showtime will invoice the entire load at the uncrated rate and will be unable to adjust charges later.

CONSIGNMENT
All shipments must be consigned c/o Showtime Convention and Display Services to enable us to accept them for handling. Convention centres and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

SHIPPING LABELS
Please use the shipping labels attached to expedite handling. For more labels, please feel free to photocopy the labels that have been provided.

CERTIFIED WEIGHT RECEIPTS
The weights of your vehicle empty and loaded must be documented with certified weight receipts for billing purposes. Showtime will unload all shipments after your driver submits certified weight receipts at the receiving site.

LABOUR AND EQUIPMENT
Labour and equipment for unloading and loading are included in Showtime material handling rates and services. If additional labour is required for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment, please place your order on the Janitorial and Labour Order Form. If your material requires a forklift or specialized rigging equipment, please notify us promptly so that we can make arrangements. Please contact us prior to completing this form if you require those services.

EMPTY BOXES/CARTONS
Shipping cartons will be picked up, stored and returned after the show. Showtime will provide labels for empty cartons and boxes.

RATES	2 WEEK ADVANCE	ORDER /ARRANGE ON SITE
Up to first 100 pounds (minimum charge)	$90.00	$108.00
100 lbs. – 500 lbs.	$72.00 / 100 lbs (CWT)	$79.20 / 100 lbs (CWT)
500 lbs. – 1000 lbs.	$63.00 / 100 lbs (CWT)	$69.30 / 100 lbs (CWT)
1000 lbs and up	$54.00 / 100 lbs (CWT)	$49.40 / 100 lbs (CWT)
All charged based on actual weight and rounded to the next 100 lbs.		
Additional Charges will apply on shipments exceeding standard skid/fork lift service		
All uncrated materials will be subject to a 25% surcharge.		

RATES INCLUDE:
- Receiving crated materials from transport vehicle during Exhibitor Move In.
- Delivery from loading bay to your booth.
- Picking up, storing and returning empty containers.
- Reloading repacked materials onto transport vehicle during Exhibitor Move Out.

CALCULATION

SHIPMENT WEIGHT (LBS.) CWT [ ] SEE RATES ON TABLE ABOVE = $ [ ]

☐ **UNCRATED – (CHECK IF APPLICABLE)** uncrated shipments are subject to a 25% surcharge + 25% = $ [ ]

SHIPPING INFO

Name of INBOUND Shipping Company:	Estimated Arrival Time:	INBOUND Estimated # of Pieces:
Name of OUTBOUND Shipping Company:	Estimated Arrival Time:	OUTBOUND Estimated # of Pieces:
If Other, please specify:	CONTACT PERSON TEL:	

**** All paperwork for including International Shipments Customs Invoices must be completed BY EXHIBITOR. Showtime is not responsible for any customs documentation or charges.**

PLEASE NOTE:
If you require Forklift Services, please contact our office prior to completing this order form.
Pick Ups for shipments shipped to show site will must have scheduled pick from show site during Exhibitor Move Out, Any shipment left after Exhibitor Move out, will be taken to Showtime Warehouse and shipped next business day.

SHIPPING TOTAL	$
GST 5%	$
TOTAL AMOUNT	$

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

Only to be used if not using Advanced Materials Handling.

Show Site Receiving Shipping Label

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax:1-877-468-3313 (Toll Free)
www.showtimedisplay.com

infodesk@Showtimedisplay.com

Event & Display

To be Delivered

June 3rd, 2015
6:00am – 9:00am

SHIP FROM:

EXHIBITING COMPANY:

SHIP TO:

c/o Showtime Event & Display
Hyatt Regency Vancouver
655 Burrard St. Vancouver BC
V6C 2R7
Tel: (800) 721-0029
www.showtimedisplay.com

SHOW NAME: **CECA 41st Convention**	**BOOTH#:**
Carrier : _____	Number ___ of ___ Pieces

All Orders are governed by the Showtime Payment Policy and the Showtime Limits of Liability and Responsibility

FREEMAN
AUDIO VISUAL | CANADA British Columbia

COMPUTER & AUDIO VISUAL ORDER FORM

COMPANY:		SHOW NAME:	**CECA 41st Convention**		
STREET:		LOCATION:	**Hyatt Regency Vancouver**		
CITY:		BOOTH #:			
PROV / STATE:	POSTAL CODE:	INSTALLATION DATE:	**June 3, 2015**	TIME:	**9:00**
E-MAIL:		EXHIBIT START DATE:	**June 4, 2015**	TIME:	**12:00**
PHONE:	FAX:	EXHIBIT END DATE:	**June 5, 2015**	TIME:	**14:30**
ORDERED BY:		CONTACT ON-SITE:			
PO #:	PST #:	STAYING AT:		PHONE:	

QUANTITY	EQUIPMENT AVAILABLE		SHOW RATE		TOTAL
FLAT SCREEN DISPLAYS & PROJECTORS FOR COMPUTERS					
	17" LCD FLAT SCREEN MONITOR	(3:4 RATIO, 1280 x 1024)	$100.00		
	20" LCD FLAT SCREEN MONITOR	(3:4 RATIO, 1280 x 1024)	$160.00		
	32" LCD FLAT SCREEN MONITOR	(16:9 RATIO, 1366 x 768, **VIDEO**, SPEAKERS)	$300.00		
	37" LCD FLAT SCREEN MONITOR	(16:9 RATIO, 1366 x 768, **VIDEO**, SPEAKERS)	$440.00		
	42" PLASMA FLAT SCREEN MONITOR	(16:9 RATIO, 1024 x 1024, **VIDEO**, SPEAKERS)	$640.00		
	45" LCD FLAT SCREEN MONITOR	(16:9 RATIO, 1920 x 1080, **VIDEO**, HDTV, SPEAKERS)	$800.00		
	50" PLASMA FLAT SCREEN MONITOR	(16:9 RATIO, 1280 x 768, SPEAKERS)	$900.00		
	65" PLASMA FLAT SCREEN MONITOR	(16:9 RATIO, 1280 x 768, VIDEO, SPEAKERS)	$1,700.00		
	FLAT SCREEN MONITOR FLOOR STAND		$100.00		
	LCD PROJECTOR	(1024 x 768, 2500 LUMENS)	$560.00		
COMPUTERS					
	All computers come with10/100 Ethernet, Windows and Office software				
	STANDARD DESKTOP COMPUTER	(P4, 2GHZ, 512RAM, 40GB HD, CD, 17" LCD MONITOR)	$260.00		
	PERFORMANCE DESKTOP COMPUTER	(P4, 2.4GHZ, 512RAM, 40GB HD, DVD R/W, 17" LCD MONITOR)	$325.00		
	NOTEBOOK COMPUTER	(P4, 1.54GHZ, 256RAM, 20GB HD, DVD, 15" SCREEN)	$325.00		
COMPUTER ACCESSORIES					
	COLOUR INKJET PRINTER		$150.00		
	LASER PRINTER - B & W, 15 PPM		$200.00		
	LASER PRINTER - B & W, 25 PPM	(NETWORKABLE)	$300.00		
	DESKTOP SPEAKERS - PAIR		$50.00		
	ETHERNET 10/100 8 PORT SWITCH		$50.00		
VIDEO PLAYERS & MONITORS					
	DVD PLAYER - MULTIZONE		$150.00		
	VHS PLAYER		$120.00		
	VHS COMBO UNIT WITH 20" MONITOR		$240.00		
	20" LCD FLAT SCREEN MONITOR	(3:4 RATIO)	$160.00		
	32" LCD FLAT SCREEN MONITOR	(16:9 RATIO)	$300.00		
	37" LCD FLAT SCREEN MONITOR	(16:9 RATIO)	$440.00		
	28" CRT VIDEO RECEIVER/MONITOR		$150.00		
	53" VIDEO PROJECTION CABINET	(3:4 RATIO, VIDEO, SPEAKERS)	$700.00		
INTERNET					
	WIRELESS INTERNET (PER USER)		$40.00		
	HARD WIRED INTERNET LINE		$300.00		
POWER					
	15A/120V OUTLET (TRADE SHOW BOOTH)		$65.00		
	30A/220V 3 PHASE POWER SOURCE WITH BREAKOUT PANNEL		$300.00		
	POWER BAR		$50.00		
	FOR SPECIAL ELECTRICAL REQUEST, PLEASE CONTACT DUSTYN REMPEL 604-639-4989/DUSTYN.REMPEL@FREEMANCO.COM				
OTHER					
	PLEASE INQUIRE IF YOU DO NOT SEE WHAT YOU NEED!				

PAYMENT MUST ACCOMPANY YOUR ORDER *(CLICK 'PAYMENT' BOX ; USE ARROW TO SELECT METHOD)*

CREDIT CARD #:

EXPIRY:

PAYMENT

****PLEASE PROVIDE CREDIT CARD INFORMATION IN 2 SEPARATE FORMS IF SENDING OVER EMAIL****

AUTHORIZED SIGNATURE:

NAME ON CREDIT CARD:

DATE:

IF PST EXEMPT ENTER # BELOW

EQUIPMENT TOTAL:			
DELIVERY & PICKUP:	**$0**		
LABOUR - SETUP/DISMANTLE:			
LABOUR - ADDITIONAL:			
SERVICE CHARGE 19%			
SUB-TOTAL:			
PROVINCIAL SALES TAX:	**7.000%**		
GST or HST:	**5%**		
PST EXEMPTION:			$0.00
TOTAL:			

*****ALL ORDER REQUETS MUST BE MADE BY MAY 29, 2015 OR ADDITIONAL CHARGES MAY APPLY*****

For further information, please contact: **Dustyn Rempel** **604-639-4989 PH**

e-mail address: dustyn.rempel@freemanco.com **604-639-4738 FAX**

INSTRUCTIONS FOR USE

1 It couldn't be simpler! Just complete the form on-line, save to your desktop, & e-mail to the e-mail address above.

TERMS & CONDITIONS

1 Please forward payment in full with your order.

2 Orders received less than 7 business days prior to setup date may be subject to additional charges.

3 Written order cancellation must be received at least 5 business days prior to setup date to avoid a 1 day charge.

4 Your authorized representative must be at your booth at specified date & time to accept delivery of equipment.
Please note: we cannot leave equipment in your booth without your representative there to receive it.

5 The equipment is your responsibility until picked up by an FREEMAN representative.
Please do not leave equipment unattended in your booth when the show finishes.

6 Any extension of the rental period must be arranged prior to termination of the original rental period.

7 Customer is liable for full replacement value of rented equipment & is responsible for insuring said equipment.

8 Customer agrees to be bound by all applicable license & copyright laws for software on rented equipment.

9 FREEMAN is not responsible for any equipment performance problems caused by customer's software.

NORTH AMERICAN LOGISTICS SERVICES INC.

www.nalsi.com

FREIGHT SERVICES

In order to facilitate the most efficient and cost effective service possible, C.E.C.A. has appointed **North American Logistics Services, Inc. (NALSI)** as the OFFICIAL TRANSPORTATION CARRIER / FREIGHT FORWARDER for the **C.E.C.A. 41st Annual Convention** taking place at the **Hyatt Regency** over the dates of **June 2-5, 2015.** It is not compulsory to use NALSI, but it is strongly recommended that you do. This service will also facilitate only one invoice for both your transportation and customs clearance requirements.

Complete the enclosed **Order Form** and send to NALSI (Attention: Mark Fowler, E-mail: mfowler@nalsi.com, or Fax: 778-328-2845). Please contact NALSI as soon as possible to schedule the pick-up of your materials.

CUSTOMS BROKERAGE SERVICES

The service of a customs brokerage firm is strongly recommended for all shipments originating outside of Canada. This will eliminate the possibility of materials being held at the border by Canada Customs due to improper or insufficient documentation resulting in these same materials arriving too late or not at all. **C.E.C.A.** has appointed **North American Logistics Services, Inc. (NALSI)** as the OFFICIAL CUSTOMS BROKER for the **C.E.C.A. 41st Annual Convention** taking place at the **Hyatt Regency** over the dates of **June 2-5, 2015.** NALSI staff will assist exhibitors with their entry/import and return/export of goods.

C.E.C.A. and **NALSI** have officially registered the convention with the **Canada Border Services Agency (CBSA) International Events & Convention Services Program (IECSP)** so special duty & tax free importation privileges and the unique **"Border-to-Show"** service have been granted for the show. **NALSI is the authorized broker** to customs clear all exhibit and display materials into Canada on a temporary basis right at the Hyatt Regency, and NALSI's professionally licensed customs brokers will be available to assist exhibitors with their entry/import and return/export of goods during move-in and move-out.

NALSI will post the required bonds and securities with Canada Customs; clear your materials through Canadian Customs; after the show prepare export documentation and bills of lading; and arrange U.S. customs clearance for return ground/air freight. If you are shipping from the U.S. please find attached U.S. CBP Form 4455 Certificate of Registration. Be sure to mark the following in the body of your Air Waybill or Bill of Lading: "U.S. Certificate of Registration Form 4455 attached. Goods MUST be presented for examination by U.S. Customs prior to export from the U.S.A. and certified copies must be given to NALSI at event site." Prior to shipping, the enclosed **Order Form** and **Canada Customs Invoice** must be completed and sent to NALSI (Attention: Mark Fowler, E-mail: mfowler@nalsi.com, or Fax: 778-328-2845). Three copies must accompany the shipment.

Shippers using their own broker will have to arrange their own bond or cash deposit with Canada Customs at the point of entry into Canada.

Private Vehicles (PV)

With the introduction of AECI (Advance Electronic Cargo Information) on the U.S. side of the border, PAPS (Pre-Arrival Processing System) has become mandatory for most highway shipments entering the U.S. This program requires that all carriers/PV with commercial goods must fax shipment information to the Customs Broker at least 3 hours prior to their arrival at the border. The Customs Broker must then submit the shipment information, in the proper format, to U.S. Customs at least 1 hour prior to the carrier/PV arrival. Carriers who fail to meet AECI / PAPS requirements are subject to penalties. **Carrier/PV penalties are set at $5,000.00 USD for the first infraction, and $10,000.00 USD for each infraction thereafter.** If you plan to drive to the show with your goods, please contact NALSI at once for further instructions.

Please contact NALSI as soon as possible to arrange p/u of your materials and to ensure your transportation requirements are fulfilled and if you are shipping from outside Canada your customs documentation is completed in compliance with the Canada Border Services Agency's rules and regulations.

If you have a question or to receive a quote please contact:

Mark Fowler **Director of Operations**
Telephone: **778.328.2841**
E-mail: **mfowler@nalsi.com**

ADVANCE WAREHOUSE SHIPPING LABEL

Shipper:_____

(Name of company where shipment originates)

To:_____

(Name of your exhibiting company at the show)

C.E.C.A.

c/o NALSI-Aerostream
Unit 130 - 4840 Miller Road
Richmond, B.C. V7B 1K7
CANADA

_____

Booth #:_____ Pieces: _____of_____

NORTH AMERICAN LOGISTICS SERVICES INC.

Quote ID#_____

FB#_____

ORDER FORM: Customs Brokerage & Transportation Services

We wish to use North American Logistics Services for: (Please check one)

☐ Customs Clearance & Transportation ☐ Customs Clearance Only ☐ Transportation Only ☐ Advance Warehousing

Section 1 - Exhibitor and Event Information

Pick Up Address

Location Name: ***Company name or facility name*** Pickup Date: Time:

Address: City: Prov./State: Postal/Zip:

Contact: Phone #: Email: US Tax #/EIN:

Exhibitor Name: ***Applicable only if pickup is from a tradeshow*** Event Name: Event Date(s): Booth #:

Delivery Address

Location Name: ***Company name or facility name*** Delivery Date: Time:

Address: City: Prov./State: Postal/Zip:

Contact: Phone #: Email: US Tax #/EIN:

Exhibitor Name: ***Applicable only if delivering to a tradeshow*** Event Name: Event Date(s): Booth #:

☐ **Return freight same as pickup address** If same, only complete pickup date/time information ☐ **Return services not required**

Return Freight

Location Name: ***Company name or facility name*** Pickup Date: Time:

Address: City: Prov./State: Postal/Zip:

Contact: Phone #: Email: US Tax #/EIN:

Exhibitor Name: ***Applicable only if delivering to another tradeshow*** Event Name: Event Date(s): Booth #:

Section 2 - Carrier/ Shipment Information

Name of carrier providing transportation services ☐ NALSI ☐ Other

Number of Pieces	Dimensions (inches)			Weight (LBS)
Carton/Boxes	L	W	H	
Crates/Fiber Case	L	W	H	
Skid/Pallet	L	W	H	
Carpet/Other	L	W	H	
TOTAL				

Additional Services: ☐ Lift Gate ☐ Inside Pick Up/Delivery

53ft trailer accessible? Pickup: ☐ Yes ☐ No Delivery: ☐ Yes ☐ No Loading dock available? Pickup: ☐ Yes ☐ No Delivery: ☐ Yes ☐ No

Do you require additional Insurance? ☐ Yes ☐ No Declared Value: ***for insurance purposes only***

Cargo Insurance (only to be completed when using NALSI Transportation) **Please note additional fee's will apply for insurance coverage**

Section 3 - Terms of Payment and Security Deposit (Must be completed)

Send Bill To:

Company Name: Address:

Address: Email: City:

Prov./State: Postal/Zip: Contact Name: Phone #:

Invoices are processed electronically and transmitted to email provided.

Charge to: ☐ Visa ☐ MasterCard ☐ American Express

Cardholder Name: Card Account #: Expiry Date: CVC #:

Cardholder's Signature: Email: I hereby authorize the use of this credit card for payment of services related to this order form.

☐ OPTION #1 Process payment automatically on credit card provided. A 5%administration fee will be added to invoices paid by credit card.

☐ OPTION #2 Payment will follow within 15 days of invoice processing date. (Credit card provided may be charged if payment is not received within 45 days of invoice date). North American Logistics may require payment prior to delivery of goods. A 5%administration fee will be added to invoices paid by credit card.

Please complete, print, sign and return completed forms to mfowler@nalsi.com

Toronto/Head Office Tel: 905.951.1612

Montreal/Eastern Region Tel: 514.868.6650

Calgary/Prairie Region Tel: 403.851.1152

Vancouver/Western Region Tel: 778.328.2841

Canada Border Services Agency / Agence des services frontaliers du Canada

CANADA CUSTOMS INVOICE / FACTURE DES DOUANNES CANADIENNES

Page of/de

1 Vendor (Name and Address) / Vendeur (Nom et Adresse)

2 Date of Direct Shipment to Canada
Date d'expédition directe vers le Canada

3 Other References (Include Purchaser's Order No.)
Autres références (inclure le no de commande de l'acheteur)

4 Consignee (Name and Address) / Destinataire (Nom et Addresse)

5 Purchaser's Name and Address (if other than Consignee)
Nom et Addresse de l'acheteur (s'il diffère du destinataire)

No sale involved

6 Country of Transhipment / Pays de transborderment

N / A

7 Country of Origin of Goods
Pays d'origine des marchandises

If shipment includes goods of different origins, enter origins against items in field 12.
Si l'expedition comprend des marchandises d'origines differentes, en preciser la provenance en 12.

VII. 1 Is this a related company transaction?
Est-ce que les compagnies sont liées entre elles?

YES ☒ OUI NO ☐ NON

9 Condition of Sales and Terms of Payment
(*i.e.* Sale, Consignment Shipment, Leased Goods, etc.)
Conditions de vente et modalitiés de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)

No sale involved

8 Transportation: Give Mode and Place of Direct Shipment to Canada
Transport: Préciser mode et lieu d'expédition directe vers le Canada

10 Currency of Settlement / Devises du paiement

11 No. of Pkgs. Nmbre. De Coilis	12 Specification of Commodities (Kind of Packages Marks and Numbers, General Description and Characteristics *i.e.* Grade Quality) Designation des articles (Nature des colis, marques et numéros, description générale et charactéristiques. *P. Ex.* Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Replacement Value Valeur de Remplacement	
			14 Unit Price Prix Unitaire	15 Total
XI.1 Total Number of Pieces / Nombre total de pièces				

18 If any fields of 1 to 17 are included on an attached commercial invoice, check this box
Si les renseignements des zones 1 à 17 figurenet sur la facture commerciale cocher cette case

Commercial Invoice No. / No. De la facture commerciale _____ ☐

16 Total Weight / Poids total

Net: N / A

Gross / Brut:

17 Invoice Total
Total de la facture

19 Exporter's Name and Address (if other than Vendor)
Nom et adresse de l'exportateur (s'il diffère du vendeur)

Name:
Tel:
Fax:

20 Originator (Name and Address)
Expéditeur d'origine (Nom et addresse)

Name:
Tel:
Fax:

21 Departmental Ruling (if applicable)
Décision ministérielle (s'il y a lieu) N / A

22 If fields 23 to 25 are not applicable, check this box
Si les zones 23 à 25 sont sans objet, cocher cette case ☒

23	24	25

Form Approved. OMB No. 1651-0010
Exp. 08-31-2012

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

CERTIFICATE OF REGISTRATION

NO.

19 CFR 10.8, 10.9, 10.68, 148.1, 148.8, 148.32, 148.37

(NOTE: Number of copies to be submitted varies with type of transaction. Inquire at Port Director's office as to number of copies required.)

VIA *(Carrier)*	B/L or INSURED NO.	DATE

NAME, ADDRESS, AND ZIP CODE TO WHICH CERTIFIED FORM IS TO BE MAILED *(If Applicable)*

ARTICLES EXPORTED FOR:

- ☐ ALTERATION*
- ☐ REPAIR*
- ☐ USE ABROAD
- ☐ REPLACEMENT
- ☐ PROCESSING*
- ☒ OTHER, *(specify)* EXHIBITION

***NOTE:** The cost or value of alterations, repairs, or processing abroad is subject to CBP duty.*

LIST ARTICLES EXPORTED

Number Packages	Kind of Packages	Description
		SEE ATTACHED INVENTORY LIST

SIGNATURE OF OWNER OR AGENT *(Print or Type and Sign)* | DATE

The Above-Described Articles Were:

EXAMINED		LADEN under my supervision	
DATE	PORT	DATE	PORT
SIGNATURE OF CBP OFFICER		SIGNATURE OF CBP OFFICER	

CERTIFICATE ON RETURN

Duty-free entry is claimed for the described articles as having been exported without benefit of drawback and are returned unchanged except as noted: (use reverse if needed)

SIGNATURE OF IMPORTER *(Print or Type and Sign)* | DATE

NOTE: Certifying officers shall draw lines through all unused spaces with ink or indelible pencil.

Paperwork Reduction Act Statement: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0010. The estimated average time to complete this application is 3 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.

Canada Border Services Agency | Agence des services frontaliers du Canada

Canada Border Services Agency
International Events and Convention Services Program
3rd Floor- 1611 Main Street
Vancouver, BC
V6A2W5

December 4th, 2014

File#PAC_2015_07083

Canadian Elevator Contractors Association
5762 Highway 7 East
P.O. Box 54058
Markham, Ontario
L3P7Y4

Maike Marnet,

In response to your correspondence dated November 19th, 2014 the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

Canadian Elevator Contractors Association (C.E.C.A.) Annual Convention
June 2nd-5th, 2015
Hyatt Regency
Vancouver, BC

Your request for Border-to-Show privileges has been granted. The CBSA has advised its ports of entry to allow your goods to move directly to the show site (once they have been reported to CBSA at the first port of entry) where officials will perform the necessary clearance procedures.

The information provided to the CBSA states there will be approximately 150 attendees and the event is closed to the general public with no sales of merchandise on the exhibit floor.

As outlined in your correspondence, this event is expecting approximately 20 foreign exhibitors who are importing elevator and escalator parts & equipment, as well as convention materials such as printed materials and other stationary for use at the event.

Non-Canadian exhibitors may import display items and exhibit booths temporarily as outlined in the provisions of tariff classification **9993.00.00.00** duty free, on the condition that the goods will be exported from Canada upon the completion of the event.

Items imported to be given away or sold at this event will require formal customs accounting documentation and any applicable duties and/or taxes will be collected at the time of importation.

Canada

Canada Border Services Agency | Agence des services frontaliers du Canada

CBSA requires everyone seeking admission into Canada to properly declare themselves to CBSA by providing accurate identification. CBSA will accept a valid passport as proof of citizenship.

Persons who have been convicted of any criminal offences may be inadmissible to Canada. For more information please visit: http://www.cic.gc.ca/english/information/inadmissibility/index.asp

To facilitate border procedures it is recommended that exhibitors be provided a copy of this letter for presentation to a CBSA Border Services Officer upon their arrival to Canada.

In conjunction with the presentation of this Recognition Letter, an itemized list of goods including a description, country of origin, quantity and value is required for presentation to CBSA. If your event materials will be imported by a commercial carrier or courier service, a copy of this letter should also be attached to any shipping documents.

Please do not hesitate to contact the undersigned if you have any questions or require additional information.

Sincerely,

Kathryn Kazun

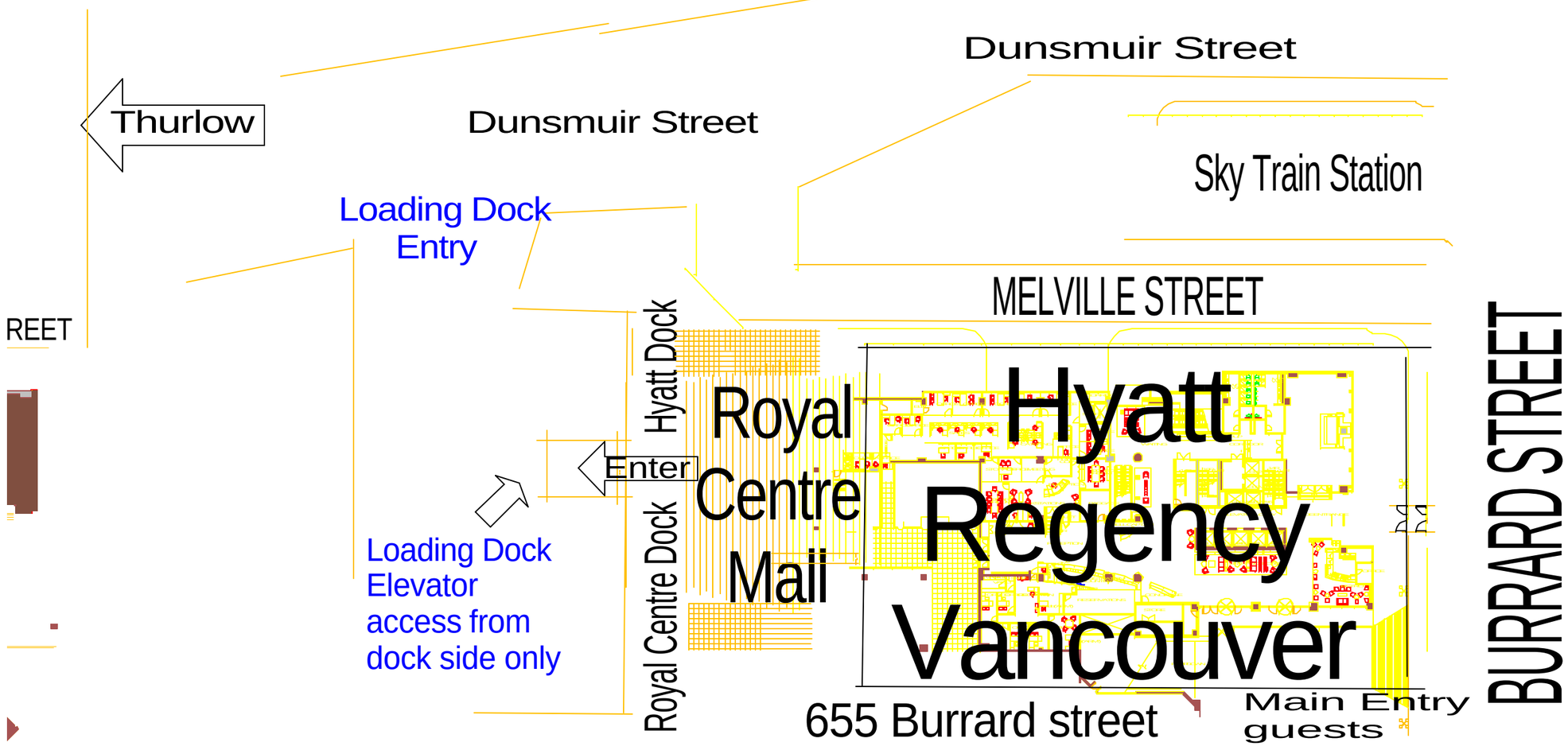
Regional Coordinator, International Events and Convention Services Program (IECSP)
Canada Border Services Agency
Tel: 604-666-1294 Cell: 604-834-7479 Fax: 604-666-1288
Email: Kathryn.Kazun@cbsa.gc.ca
Government of Canada

*The information you provide in this document is collected under the authority of **Section 107(9) of the Customs Act** for the purpose of the facilitation of border coordination services for organizers of international events being held in Canada. The information may be disclosed to Other Government departments and/or Agencies (e.g. Citizenship and Immigration Canada) for the purposes of providing assistance with admissibility requirements.*

*Individuals have the right of access to, the protection and correction of their personal information under the **Privacy Act – Section 12**. The information collected is described under the **International Events Personal Information Bank CBSA PPU 040** which is detailed at* www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-aiprp/infosource-eng.html

Canada

Loading dock is located off Dunsmuir Street
if beside the hotel on the north side you will be on Melville
Head west...where Melville exits onto Dunsmiur there is a 'back alley'
to the left, this is the loading area for Hyatt and Royal Center.



***** call security from dock phone to help operate elevator or 604-683-1234 for hotel operator**
to operate elevator hold door close button until both doors have completely closed
then press desired floor- PL=2nd floor- main kitchen
C level =3rd floor - Regency Ballroom load in area
Elevator will not be open for access to ground level- dock level only
DO NOT OPEN REAR DOORS as this function is locked off it will damage elevator operation